

# **Community Development Advisory Committee (CDAC)**

## **Meeting Minutes**

### **March 8, 2007**

Committee Members Present: Joy Taylor, Justin Williams, Yolanda Herrera, Donald Ijams, Danny Knee, Robert Janssen, Margie Howell, Belen Olmedo Guerra, CDAC nominee: Pat Dean

Committee Members Absent: Josefina Ahumada, Jennifer Lyons, Deborah Brown, Gene Berry, Maiola Coleman

Staff Members Present: Ronald Koenig, Cindy Abril, Joyce Alcantar, Susanna Rodriguez, and Anna Steiner

#### **Welcome and Introductions:**

Cindy Abril, Community Services Manager of Community Services, called the meeting to order at 5:50 p.m. Committee members, staff and CDAC nominee introduced themselves.

#### **Overview of Community Development Block Grant (CDBG) Funding for Fiscal Year 2008:**

Cindy Abril stated that the CDBG amount available on the Request for Proposal (RFP) is not the final dollar amount since HUD has not made its announcement yet. Ron Koenig, Community Services Administrator, stated that new communities may have become entitlement areas, like Tucson, and that may affect our entitlement amount from HUD. Ron also stated that we do not know when HUD will release the final funding amounts.

#### **CDAC Orientation:**

Cindy Abril announced that this year the city accepted the Request for Proposals (RFP) via the internet. Applicants also had the opportunity to request a hard copy of the RFP and were able to submit them in person, if they wished. All RFPs were received online and none were submitted in person. Cindy also stated that the fonts may look very small, or punctuation may have printed out quirky, this is due to the RFP being web-based. She asked CDAC not to consider that in the rating of the proposal; it will be corrected by next year's RFP.

A binder of the CDBG proposals and CDBG Proposal Ranking Tool were provided to all members present. The Ranking Tool will also be e-mailed to everyone, per CDACs request. Don Ijams, Ward VI, said he will share a spreadsheet he uses to rank the proposals. He'll email them to Joyce who can email to all CDAC members.

Cindy Abril reviewed the CDAC recommendations from last year and what was actually funded.

**CDAC Officers and Elect Chairperson:** Robert Janssen moved and Justin Williams seconded to select Yolanda Herrera as Chairperson. In Favor: 8 Opposed: 0 **Motion PASSED**

Robert Janssen moved and Joy Taylor seconded to select Justin Williams as Vice Chairperson. In Favor: 8 Opposed: 0 **Motion PASSED.**

Belen Olmedo Guerra moved and Justin Williams seconded to approve the April 11, 2006, minutes with a correction to state that Belen was not in favor of 1 proposal being funded, and in favor of 2 proposals recommended for funding in the Planning Category.

In Favor: 8    Opposed: 0    **Motion PASSED**

Yolanda Herrera stated that at the April 11, 2006 meeting she suggested that documentation of collaboration should be backed up with letters from the agencies/entities that are mentioned in the proposals. She wants it noted that this was overlooked for this years' RFP.

Justin Williams moved and Yolanda Herrera seconded that city staff make an effort to contact all collaborators listed in each proposal to verify validity of collaboration with the agency applying.

In Favor: 2    Opposed: 6    **Motion FAILED**

Justin Williams moved and Yolanda Herrera seconded that for next year's RFP, notarized letters of support be obtained from the agencies listed on the RFP as collaborators and submitted with the RFP. In Favor: 8    Opposed 0    **Motion PASSED**

The Pima County Plan to End Homelessness was provided to the CDAC members present as reference since it is stated in the RFP that agencies should describe how their project relates to the Plan to End Homelessness, if applicable. Belen Olmedo Guerra moved and Yolanda Herrera seconded that city staff will provide a High Stress Area map at the CDAC meeting on Monday, March 12, 2006.

In Favor: 8    Opposed: 0    **Motion PASSED**

Yolanda Herrera asked how the committee wanted to approach the proposal review process. Everyone agreed to read and review all the proposals before Monday, March 12, 2006. They will discuss the Planning category first, then Housing, next Microenterprise and lastly Public Facilities.

Yolanda requested that the CDAC members receive notice of when the Mayor and Council will meet for project funding recommendations. Cindy stated that this would occur at the May 1, 2007, Mayor and Council meeting.

Future meetings confirmed as follows:

- Monday, March 12, 2007 – 5:30 p.m., Santa Cruz and Pantano Meeting Rooms, Sentinel Building, 320 N. Commerce Park Loop, Tucson, AZ 85745
- Wednesday, March 14, 2007 – 5:30 p.m., Santa Cruz and Pantano Meeting Rooms, Sentinel Building, 320 N. Commerce Park Loop, Tucson, AZ 85745
- Monday, March 19, 2007 – 5:30 p.m., Santa Cruz Meeting Room, Sentinel Building, 320 N Commerce Park Loop, Tucson, AZ 85745
- Tuesday, March 20, 2007 (if needed) – 5:30 p.m., Santa Cruz Meeting Room, Sentinel Building, 320 N Commerce Park Loop, Tucson, AZ 85745

Members – Roles and Responsibilities: Cindy summarized the expectations for CDAC with respect to the proposal process. CDAC is requested to review proposals received, prioritize and rate the proposals, and assign funding recommendations. Along with the recommendations, comments should be provided. Staff will combine the comments into a committee consensus, which will be available to the public.

CSD Staff – Role and Responsibilities: Cindy outlined the assistance that staff will provide to CDAC, which includes evaluating the proposals for eligibility prior to CDAC review, posting of agendas, taking of minutes, recording attendance, reminder phone calls, collection of further information from proposers. She noted that at the end of the process staff will prepare a letter from the committee to the Community Services Director and City Manager which reflects comments and issues regarding the CDBG proposal funding process.

Review of Ranking Tool and Points System: Cindy explained the Rating Tool and noted that the point system was removed and replaced with Low, Medium and High rating factors, per CDAC's request last year. There is one tool per proposal in their books, but will also be e-mailed to all members.

**Adjournment:**

Yolanda Herrera moved and Robert Jansen seconded to adjourn at 7:25 p.m.  
In Favor: 8    Opposed: 0    **Motion PASSED**